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ABSTRACT

This workbook is designed to help students at the University of North Carolina-Charlotte acquire basic research skills in using a university library. The workbook is divided into 10 sections: (1) Finding Books in Atkins Library; (2) Library of Congress Subject Headings; (3) Searching ALADDIN (the online catalog); (4) Searching a Subject; (5) Call Numbers or How to Find a Book on the Shelf (ALADDIN Assignment); (6) Periodical Indexes; (7) Library Terms; (8) InfoTrac (periodical searching); (9) P.A.S.L. (Periodicals and Serials List); and (10) Location Symbols (Index Assignment and InfoTrac Questions). (MAB)

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BASIC RESEARCH IN ATKINS LIBRARY

A RESEARCH GUIDE AND WORKBOOK

Compiled by Judith Van Noate
Reference Librarian
Reference Unit, Atkins Library, UNC-Charlotte

IR053638

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

FINDING BOOKS IN ATKINS LIBRARY

There are two sources for finding a book owned by Atkins Library: ALADDIN (the on-line computer catalog) and the card catalog. Information on all books and other library materials which the library has gotten since 1976 is in ALADDIN. The card catalog has records (cards) on all library materials the library got before 1976. Records for about 85% of the library's materials are in ALADDIN.

You may look to see if we have a book by its title, author or subject. This works in both ALADDIN and the card catalog. For example: the book called Basic Environmental Technology: Water Supply, Waste Disposal, and Pollution Control by Jerry A. Nathanson, which is about "pollution" can be located by its author (Nathanson, Jerry A.) by its title (Basic Environmental Technology: Water Supply, Waste Disposal, and Pollution Control) or by its subject (pollution).

LIBRARY OF CONGRESS SUBJECT HEADINGS

Searching for books by their subjects in both ALADDIN and the card catalog requires you to use standardized or special terms called "subject headings." These subject headings have been chosen for use in library catalogs by the staff at the Library of Congress in Washington D.C. and are used in libraries throughout the United States. To find the correct terms to use for your subject you need to look in Library of Congress Subject Headings. These are big red books which are kept near the ALADDIN terminals in the reference area of the library. There are three volumes: Volume I for words beginning with the letters A - E, Volume II for the letters F - O, and Volume III for the letters P - Z. The terms that are correct will appear in heavy dark print.

Symbols used in Library of Congress Subject Headings:

BOLD PRINT use this term

UF -- used for, the terms under UF are not used, USE gives the right term

BT -- broader term

Rt -- related term

NT -- narrower term

SA -- see also

\- subheading to be added to the main term to make it more specific

-- second subheading which may be addeded to the first subheading

If you look up "pollution" in Library of Congress Subject Headings you will find this entry:

Pollution *(May Subd Geog)*
(TD180)
Here are entered works on the condition resulting from the action of environmental contaminants. Works on the substances which contaminate or degrade the environment are entered under Pollutants.
UF Chemical pollution
Contamination of environment
Environmental pollution
Pollution—Control
Pollution—Prevention
BT Contamination (Technology)
Environmental health
Environmental policy
Man—Influence on nature
Public health
Sanitary engineering
Sanitation
RT Environmental engineering
Factory and trade waste
Factory and trade waste—Environmental aspects
Hazardous wastes
Pollutants
Refuse and refuse disposal
SA *subdivision* Environmental aspects *under individual environmental pollutants, e.g.* Copper—Environmental aspects
NT Air—Pollution
Air—Pollution potential
Chemical spills
Electric power-plants—Environmental aspects
Irrigation water—Pollution
Marine pollution
Noise pollution
Pollution control industry
Radioactive pollution
Soil pollution
Spraying and dusting residues in agriculture
Waste spills
Water—Pollution
Water, Underground—Pollution
— Control
USE Pollution
— **Economic aspects** *(May Subd Geog)*
— **Environmental aspects**
(May Subd Geog)
UF Chemicals—Environmental aspects
Ecotoxicology
— **Experiments**
— **Law and legislation** *(May Subd Geog)*
BT Environmental law
— — Conflict of laws
USE Conflict of laws—Pollution
— **Measurement**
RT Environmental monitoring
— — **Electronic equipment**

Note: Library of Congress Subject Headings usually uses the plural form of a word--for example: waste spills not waste spill.

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SEARCHING ALADDIN

Author Search	Enter A/ followed by the author's name (last name, first initial) EXAMPLE: A/Hemingway E
Title Search	Enter T/ followed by the title. Omit any leading articles: THE, A, AN, LA, L', DER, etc.) EXAMPLE: T/Sun also rises
Subject Search	Enter S/ followed by the Library of Congress Subject Heading EXAMPLE: S/child abuse
Novice Search	Enter a question mark (?) By following the directions you see on the screen, you can teach yourself how to use ALADDIN.
Keyword Search	Enter W/ followed by one word. EXAMPLES: W/child
Boolean Search	You can combine two words which you entered as w/ by using what is known as boolean commands. Boolean is a computer term which was named after the person who invented this system--Pierre Boole. You enter the number which the computer has given to your first word search (this will be 1) and the number given to your second word search (this will be 2). In other words: You enter w/your first word You enter w/your second word. You have to wait while the computer looks for the words. Then enter B/1 and 2 The computer will books that have both of these words somewhere in their records. Boolean searching is useful when you can not find a correct subject heading in Library of Congress Subject Headings.

PRESS THE RETURN KEY AFTER EACH COMMAND

If you have trouble finding your subject or using ALADDIN ask a reference librarian to help you.

SEARCHING A SUBJECT

Example: to find books about pollution you enter:

s/pollution

and push the "return/enter" key. This will bring up a screen of subject headings on this topic. Remember, ALADDIN cannot tell the difference between capital and small letters; you may use either. You may also leave out punctuation marks.

```
s/pollution

J. MURREY ATKINS LIBRARY- - - - - - VTLS-89 - - - - - - - - QUALIFYING SUBJECTS
 1.    83 Pollution.
 2.     1 Pollution -- Abstracts.
 3.     4 Pollution -- Abstracts -- Periodicals.
 4.     4 Pollution -- Bibliography.
 5.     2 Pollution -- Bibliography -- Periodicals.
 6.     1 Pollution -- Canada -- Congresses.
 7.    17 Pollution -- Congresses.
 8.     1 Pollution control equipment.
 9.     1 Pollution control equipment -- Economic aspects.
10.     1 Pollution control equipment -- Handbooks, manuals, etc.
11.     1 Pollution control equipment -- Linings.
12.     1 Pollution control equipment -- United States.
13.     1 Pollution control equipment -- United States -- Catalogs.
14.     1 Pollution control industry.
15.     1 Pollution control industry -- Cost effectiveness -- Case
          studies.
                                          Enter 'NS' for more
Enter NEW COMMAND or LINE # of selection or 'HELP'
```

From this list of QUALIFYING SUBJECTS enter the LINE # of your choice. If there is more than one book listed beside a LINE # in a subject search, you will get a list of books labeled PUBLICATIONS ON SELECTED SUBJECT, or for an author search, PUBLICATIONS BY SELECTED AUTHOR. Usually there are three or four "records" containing basic bibliographic information (title, author, place, publisher, date) on a screen. If there is more than one screen of titles on your subject ALADDIN will tell you to enter "NS" (don't use the " marks).

Example:

```
1

J. MURREY ATKINS LIBRARY- - - - - VTLS-89 - - PUBLICATIONS ON SELECTED SUBJECT
  83 Subject:     Pollution.

   1. MAIN TITLE - Basic environmental technology : water supply, waste
                   disposal, and pollution control / Jerry A. Nathanson.
      AUTHOR ----- Nathanson, Jerry A.
      PUB. DATA -- New York : Wiley, c1986.

   2. MAIN TITLE - Biological conservation [by] David W. Ehrenfeld.
      AUTHOR ----- Ehrenfeld, David W.
      PUB. DATA -- New York, Holt, Rinehart and Winston [1970]

   3. MAIN TITLE - The chemistry and microbiology of pollution / I. J.
                   Higgins and R. G. Burns.
      AUTHOR ----- Higgins, I. J.  (Irving John)
      PUB. DATA -- London : New York : Academic Press, 1975.
                                          Enter 'NS' for more
Enter NEW COMMAND or LINE # of selection or 'HELP'
```


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Entering the LINE # for the title of your choice will bring up an ITEM SCREEN. The ITEM SCREEN shows:

Call Number: (all books are given and shelved by Library of Congress Classification numbers)

Location: TOWER (can be checked, located in the tower), REFERENCE (for use in the library), etc. Other locations are RARE, CAROLINIANA (for books about North and South Carolina), RESERVE. You won't see these locations very often.

Status: AVAILABLE, CHECKED OUT (gives date due), NON-CIRCULATING (use in the library)

Example:

```
1

J. MURREY ATKINS LIBRARY- - - - - - VTLS-89 - - - - - - - - - - - - ITEM SCREEN

Call Number - TD145  .N38 1986
Author ------ Nathanson, Jerry A.
Title ------- Basic environmental technology : water supply, waste     ...
Item Number - 1000320461
Copy Number -    1
Location ---- TOWER
Loan Period - 0999
Status:  AVAILABLE
Enter NEW COMMAND or 'HELP' for assistance
```

For complete cataloging and subject information about a book enter the letters "ca" (don't use the " marks). This brings up the BIBLIOGRAPHIC SCREEN, which has the same information you would find on a catalog card. The subject headings (listed beside the word SUBJECT at the bottom of the record) may help you to expand, narrow or clarify your search.

```
ca

J. MURREY ATKINS LIBRARY- - - - - - VTLS-89 - - - - - - - - BIBLIOGRAPHIC SCREEN

 CALL NUMBER: TD145 .N38 1986
      AUTHOR: Nathanson, Jerry A. cn
       TITLE: Basic environmental technology : water supply, waste
              disposal, and pollution control / Jerry A. Nathanson.
   PUB. DATA: New York : Wiley, c1986.
 DESCRIPTION: xii, 479 p. : ill. ; 29 cm.
        NOTE: Includes bibliographical references and index.
     SUBJECT: Water-supply engineering.
     SUBJECT: Sewage disposal.
     SUBJECT: Pollution.
     SUBJECT: Environmental engineering.

Enter 'C' for CIRCULATION INFORMATION
```

If you need additional help with ALADDIN or Library of Congress Subject Headings, pleas ask a librarian at the 1st floor reference desk.

CALL NUMBERS or HOW TO FIND A BOOK ON THE SHELF

Books in Atkins Library are placed on the shelves according to their call numbers. These numbers are from the Library of Congress classification system. Each book has its own unique call number.

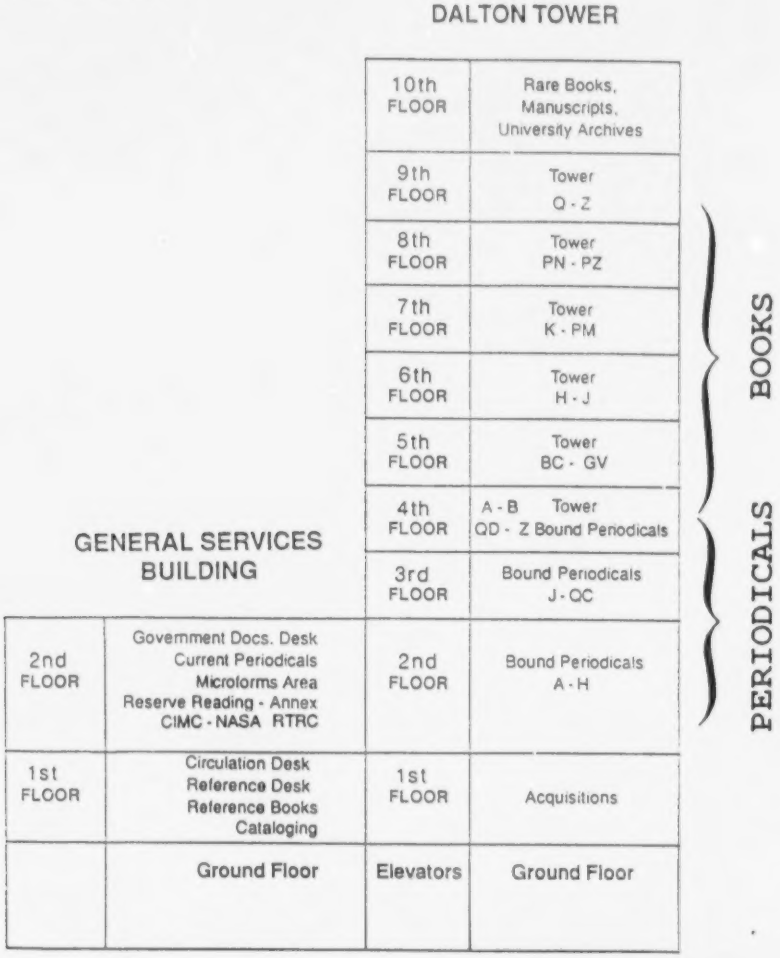
Jerry A. Nathanson's book Basic Environmental Technology: Water Supply and Pollution Control

has the call number: TD
145
N38
1986

The call number is a combination of letters and numbers and is placed on the shelf by letter first and then by number. Thus T comes before TD and after Q. TD145 comes before TD5301.

Books listed in ALADDIN with TOWER as the location are on the 4th through the 9th floors. If the location is REFERENCE the book is on the 1st floor; RARE is on the 10th floor, and CAROLINIANA is on the 2nd floor.

Here is a map showing the locations of the various call numbers on the floors of the tower.



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ALADDIN ASSIGNMENT

1. Locate the Library of Congress Subject Headings. Look up the subject heading which best describes your topic. What word or phrase did you choose? _____

   If listed below your subject heading, list ONE term for each of the following:

   "SA" (see also term) _____
   "BT" (broader term) _____
   "RT" (related term) _____
   "NT" (narrower term) _____

   Go to an ALADDIN terminal and locate two books on your topic using one of the subject headings listed above.

2. Give the following information for the first book:

   author(s) name _____
   title of the book _____
   place the book was published _____
   publisher _____
   year the book was published _____

   What is the call number of the book? _____

   Where in the library is the book located (check one)?

____ Reference	____ 7th floor
____ Caroliniana*	____ 8th floor
____ 4th floor	____ 9th floor
____ 5th floor	____ Special Collections
____ 6th floor	____ Reserve

3. Give the following information for the second book:

   author(s) name _____
   title of the book _____
   place the book was published _____
   publisher _____
   year the book was _____

   What is the call number of the book? _____

   Where in the library is the book located (check one)?

____ Reference	____ 7th floor
____ Caroliniana	____ 8th floor
____ 4th floor	____ 9th floor
____ 5th floor	____ Special Collections
____ 6th floor	____ Reserve

*Caroliniana -- books about North and South Carolina

PERIODICAL INDEXES

Periodical indexes are used to find articles in periodicals (magazines and journals). They are arranged by subjects which are in alphabetical order. Below each subject are one or more references to articles on that subject. Some indexes are issued (sent out to libraries from the companies which publish them) once a month (monthly), some are issued four times a year (quarterly) and some are issued only once a year (yearly). The indexes which come out monthly or quarterly are replaced at the end of the year with a single, one volume index which has references to articles from the whole year. The library keeps all of the yearly volumes. These are called sets of indexes.

The library has general indexes which have references to a large number of different subjects and specialized indexes which have references to only one subject or area of study such as business, engineering, or nursing.

The index which is used the most is a general index to articles in magazines called Reader's Guide to Periodical Literature. The library has a whole set of Reader's Guide from when it first began to be published in 1890 to the present.

In this class you will learn how to use this index and one other general index which is on a computer (InfoTrac).

On the next two pages are some library terms you will need to know in order to understand how to use an index.

LIBRARY TERMS

BIBLIOGRAPHIC CITATION

BIBLIOGRAPHIC -- (from biblio -- books and graphic -- to write) information that is written about a book; also, information that written about other kinds of writing, such as articles in periodicals.

CITATION -- a written reference to a source of information such as a book, an article, and essay (paper) etc.

The BIBLIOGRAPHIC CITATION is a reference to a book or article which is written in a certain form. That is, the information is put in a certain order and conventionally, in English, is always done in the same way.

For books the bibliographic citation includes:

1. the author (last name goes first, then first name)
2. the title of the book (usually underlined)
3. the place the book was published
4. the name of the publisher
5. the date the book was published

For articles:

1. the author(s) of the article
2. the title of the article
3. the title of the periodical in which the article appeared
4. the volume number of the periodical
5. the pages on which the article appears
6. the date of the journal in which the article appears

Example from a book:

Franklin, John Hope. George Washington Williams: A Biography. Chicago: University of Chicago Press, 1985.

Example from a periodical article:

Walsh, John. "U.S.-Japan Study Aim Is Education Reform." Science 16 Jan. 1987: 274-75.

BIBLIOGRAPHY -- a list of bibliographic citations, usually on one subject.

PERIODICALS -- printed publications which are issued periodically (regularly and repeatedly) such as every day, once a week, once a month, every three months, yearly. Periodicals include newspapers, magazines, journals, and annual yearbooks.

JOURNALS -- periodicals which have articles written by professionals (people practicing or working in a certain profession or field of study) for professional readers. Academic journals are written for students and teachers at colleges and universities. Journals are issued (sent out) regularly, usually once a month or once every three months. Each individual edition of a journal is called an issue. A year's worth of issues is called a volume. Each different journal normally publishes articles on only one area of study such as business, psychology, literature, medicine, etc. Some journals have advertisements in them and some do not. The library gets a few foreign language journals.

MAGAZINES -- the publications also are issued on a regular basis, usually once a week or once a month. The articles are written by reporters (people who report or write about the "news" for a living) for the general public (anybody). Magazines are a good place to look for information about recent or current events (things that you hear about on the news). Magazines usually have a lot of pictures and advertisements. The library gets several foreign language magazines.

NEWSPAPERS -- These periodicals come out once a day. They contain mostly news stories which are written by reporters. Atkins Library gets several newspapers from very big cities in the United States -- New York City, Washington D.C., and Los Angeles, Atlanta and the North Carolina cities Charlotte, Raleigh and Greensboro. The library also gets a few foreign language newspapers.

PERIODICAL INDEXES -- lists of references to articles in periodicals. These lists are in book form which the library receives about once a year or more often. The library keeps all of the old indexes in sets. They are arranged by Library of Congress classification number according to the subjects they index. All call number on indexes start with the word INDEX. Each index or set of indexes lists articles about just one or one category of subject. Thus we have indexes which give references to business articles, to engineering articles, to medical articles, to psychology articles and so on.

Most of the "subject" indexes list articles which have been written in journals.

The library also has two indexes which list articles in magazines. These are Reader's Guide to Periodical Literature and InfoTrac. The rest of this handout is going to teach you how to use these two indexes.

INDEX
AI
3
R48

Reader's Guide to Periodical Literature
1900-

This is a periodical index to popular magazines which are published in the United States. It is a good source for articles on current events but also contains references to articles from many other types of subjects. Subjects are arranged in alphabetical order with bibliographic citations beneath each subject heading. These subject headings may be different from the one you used in ALADDIN but the index will tell you what to use (It says "see") if it wants you to use another term. It also give "See also" references to related subjects and has subheadings.

For example, you can look up "Japan" and find a subheading "Economic conditions" or "Foreign relations." You can look up "Political campaigns" and find a subheading for the name of a country. This allows you to find articles on "Political campaigns" in "Mexico" or "Pakistan" or other countries.

Here is the entry on "Pollution" from the 1988 volume:

POLLUTION
See also
Acid rain
Air pollution
Chemical plants—Environmental aspects
Electric plants—Environmental aspects
Marine pollution
Medical waste disposal
Oil pollution
Pesticides—Environmental aspects
Plastics pollution
Radioactive pollution
Radon pollution
Resorts—Environmental aspects
Space debris
Trade waste—Disposal
Water pollution
Control
See also
Environmental movement
Industry and the environment
Pollution control industries
United States. Environmental Protection Agency
Greening up our act [work of B. Wolverton] M. J. Mackowski. il por *Space World* Y-10-298:13-15 O '88
The letter C no longer stands for courage in chemist [address, October 29, 1988] B. H. Alexander. *Vital Speeches of the Day* 55:155-7 D 15 '88
The muck stops here: how we can halt the trashing of America. il *Glamour* 86:72 F '88
International aspects
First world estimate of metal pollution. S. Weisburd. *Science News* 133:309 My 14 '88
Our threatened planet [cover story; special section; with editorial comment by Kevin Doyle] il *Maclean's* 101:2, 38-43+ S 5 '88
Stretched to the limit. J. Adler. il map *Newsweek* 112:23-4 Jl 11 '88

Here is the entry on "ACID RAIN" from the 1988 volume:

ACID RAIN
Acid in water and air can dissolve solid rock or transform a palace into a heap of Epsom salts. M. Hill. *Earth Science* 41:38 Spr '88
Acid murder no longer a mystery. J. R. Luoma. il *Audubon* 90:126+ N '88
Acid rain said to threaten bay [Chesapeake Bay] M. Sun. *Science* 240:601 Ap 29 '88
Acid rain threatens marine life [nitrates in Chesapeake Bay; Environmental Defense Fund study] L. Tangley. *BioScience* 38:538-9 S '88
The challenge of acid rain. V. A. Mohnen. bibl il maps *Scientific American* 259:30-8 Ag '88
The earth's alarm bells are ringing. T. Smart. il *Business Week* p29 Jl 11 '88

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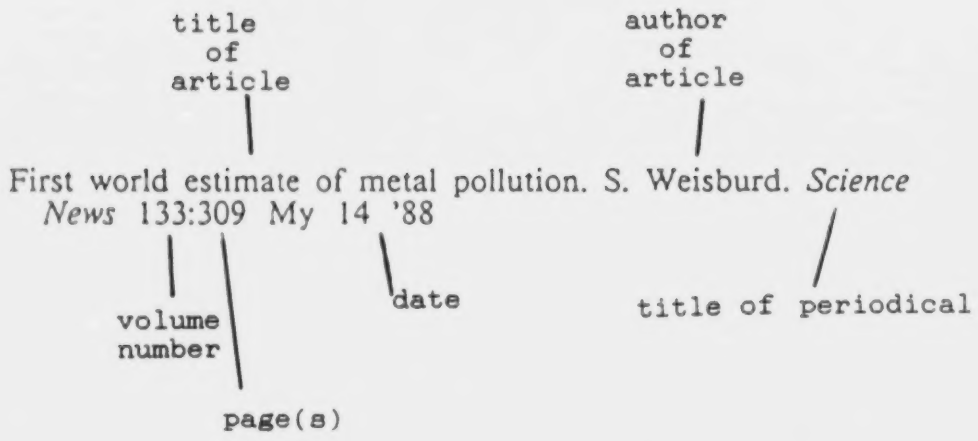
An example of a bibliographic citation for a magazine article from Reader's Guide to Periodical Literature, 1988 edition.



InfoTrac

InfoTrac is a computerized index which contains eight years of references to articles from approximately 1100 journals and magazines (General Periodicals Index) and four years of references to articles in five newspapers (National Newspaper Index). It is updated monthly and is the most current of the periodical indexes. Several InfoTrac terminals are located across from the reference desk.

The newspaper portion of the data base includes entries from the Christian Science Monitor, the New York Times, the Wall Street Journal, the Washington Post, and the Los Angeles Times. It does not give abstracts. Newspapers are excellent sources for information on topics that are current.

> The citations to newspapers include: the title of the article, the author, abbreviations such as "il" (illustrated), the length of the article expressed in "col in" (column inches), the volume number (v), title of the newspaper, date, section, page. Note: for the New York Times it gives the page numbers for the Late (L) and National (N) editions. Atkins Library takes the Late edition. For the Wall Street Journal it gives pages for the Eastern edition.

The General Periodicals Index is a good source for current or general interest type topics in magazines such as Time or Newsweek, and also includes business related information from academic business journals. The focus is chiefly on business, the social sciences* and the humanities.* There are abstracts* to some of the articles (mainly those dealing with business or management topics). For other types of topics, the printed indexes will be more effective.

Here is an example from the General Periodical Index.

ACID RAIN
-Amazon Valley region

Amazon's rain high in acid. (southern Venezuela: cause unknown) v21 National Wildlife June-July '83 p31(1)
LIBRARY SUBSCRIBES TO JOURNAL
Amazon's rain high in acid. (southern Venezuela: cause unknown) v21 National Wildlife June-July '83 p31(1)
LIBRARY SUBSCRIBES TO JOURNAL
Amazon's rain high in acid. (southern Venezuela: cause unknown) v21 National Wildlife June-July '83 p31(1)
LIBRARY SUBSCRIBES TO JOURNAL

*social sciences -- subjects such as psychology, criminal justice, human relations

*humanities -- subjects such as art, literature, religion, philosophy

*abstracts -- short summaries of articles

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DIRECTIONS FOR USING INFOTRAC

Go to an InfoTrac machine. Press the WHITE "start" key (top left of keyboard).

You will see a screen which reads:

CHOOSE THE IAC DATABASE YOU WISH TO SEARCH

National Newspaper Index	1985 - [month] 1990
General Periodicals Index-A	1985 - [month] 1990

General Periodicals Index should be "highlighted*" with an orange stripe. Press the large RED search/enter key.

Type in your topic (Note: Both InfoTrac databases use Library of Congress Subject headings (the large red books near the teminals).

After you enter your subject you may see a statement which reads:

There are a large number of references under this subject. To narrow your search, you may enter a subheading.

Ignore this. Press the red enter key.

You can now either search on the main term or move down through the subheadings by using the down arrow key on the right side of the keyboard until you see a subheading which is appropriate for your topic. Press the red search/enter key again to find citations on your topic.

Here is an example:

Air pollution: no. 1 threat to national park system. v59 National Parks July-Aug '85 p38(1) 29E5472
LIBRARY SUBSCRIBES TO JOURNAL
Swiss impose ban on phosphate detergents. v45 European Chemical News July 29 '85 p17(1)

Fresh data on stale air. by Marjorie Sun v229 Science July 12 '85 p149(1)
LIBRARY SUBSCRIBES TO JOURNAL
Useful chemicals from NOx emissions. by Ward Worthy il v63 Chemical & Engineering News May 6 '85 p39(1)
LIBRARY SUBSCRIBES TO JOURNAL

*highlighted -- this is a computer term which means the words on the screen are lighter than the rest of the words or or surrounded by a bright area of light. On InfoTrac this light is an orange color. You change the highlighting with the up and down arrows. The computer looks for the words you highlight.

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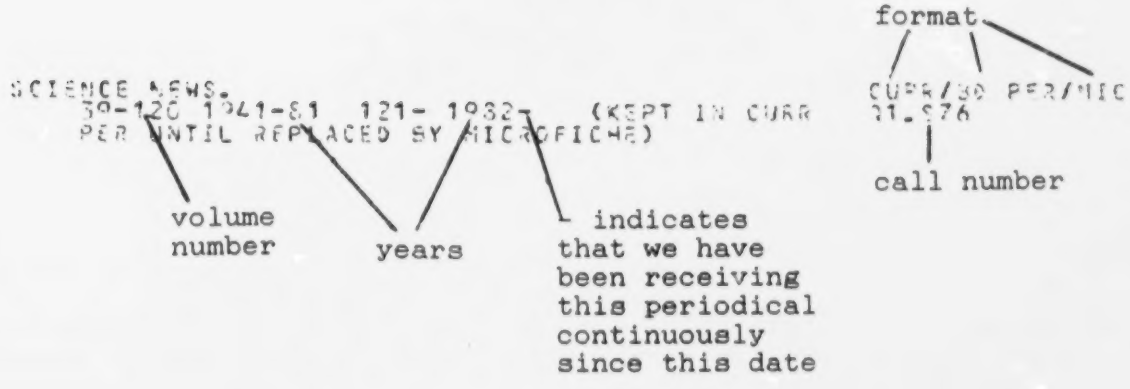
P.A.S.L., PERIODICALS AND SERIALS LIST

P.A.S.L. is a computer printout listing of all of the periodicals owned by Atkins Library. Look here to see if the library has the periodical you need. Periodicals are listed alphabetically by title. Each entry gives information on the volumes and years of a journal owned by the library, the format* in which it appears and the call number. P.A.S.L. copies are located on the first floor near the indexes and also on the 2nd, 3rd and 4th floors where the periodicals are kept.

Example:



LOCATION SYMBOLS (format in which the periodical is kept)

CURR: Current (this year's) issues of the periodical which are shelved by call number on the second floor CURRENT PERIODICALS area.

BD PER: Older issues which are in BOUND PERIODICAL format and are shelved in the library tower according to call number:

A-H	second floor tower
J-QC	third floor tower
QD-Z	fourth floor tower

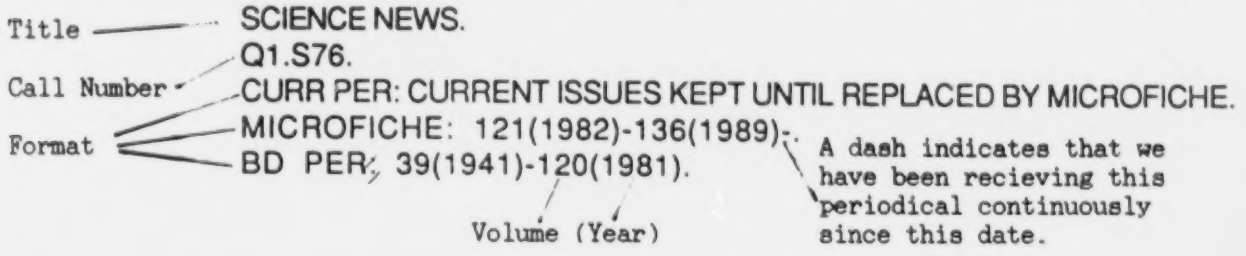
MIC: MICROFICHE or MICROFILM volumes of a periodical. These are arranged by call number in metal cabinets in the documents area of the second floor.

*format -- the shape, size or material from which a publication is made. Examples are books and periodicals printed on paper, microfilm, microfiche, videotapes, movies, records, compact disks.

P.A.S.L. (Green Cover)
(Periodicals and Serials Listing)

P.A.S.L. is a computer-printout listing the periodicals and serials currently received by Atkins Library. These printouts are 8 1/2" x 11" and are bound in green covers.

Periodicals are listed alphabetically by title. Each entry gives the title, the call number, and the format with the volumes and years available in Atkins Library.



The call number for this specific journal is Q1.S76.

CURR.PER (current periodical) indicates that the most recently received issues of this journal are kept in the current periodicals section of the library.

The numbers after the phrase MICROFICHE indicate that volumes 121-136 for the years 1982-1989 are on "microfiche" and are located in the "microforms" area.

The numbers after the phrase BD PER (bound periodical) indicate that the older issues of this journal, volumes 39-120, for the years 1941-1981 are "bound" (BD) and are located in the tower.

1. If you DO NOT find a journal title in the green-covered P.A.S.L., check the blue-covered P.A.S.L., or the ALADDIN terminals.

2. The list is alphabetical, A through Z. Initials, such as ALA, NEA, IEEE, etc., are interfiled where they would fall as words. For instance, IEEE SPECTRUM comes after IDEAS PLUS and before ILLINOIS BUSINESS JOURNAL.

3. Titles beginning with "Abstracts," "Annual Report," "Bulletin of," "Journal of," "Newsletter," "Proceedings," "Yearbook," etc, are filed alphabetically under the title followed by the association to which they belong:

   ABSTRACTS WITH PROGRAMS - GEOLOGICAL SOCIETY OF AMERICA
   ANNUAL REPORT - AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS
   ANNUAL REPORT ON EXCHANGE ARRANGEMENTS...
   BULLETIN - COUNCIL FOR RESEARCH IN MUSIC EDUCATION
   BULLETIN DE LA SOCIETE CHIMIQUE DE FRANCE
   BULLETIN HISPANIQUE
   BULLETIN / SPECIAL LIBRARIES ASSOCIATION...
   JOURNAL OF THE HISTORY OF IDEAS
   JOURNAL OF THE LESS-COMMON METALS
   JOURNAL OF THE LONDON MATHEMATICAL SOCIETY
   JOURNAL OF THE MIDWEST MODERN LANGUAGE ASSOCIATION
   PROCEEDINGS - INSTITUTION OF CIVIL ENGINEERS

4. Commas in between items indicate missing or incomplete volumes. For example, "14 (1985), 16 (1987)" means that volume 15 (1986) is missing or incomplete. Only partial holdings are listed last under INCOMPLETE.

INDEX ASSIGNMENT

1. Find Reader's Guide to Periodical Literature in the index area. Find a subject heading which best describes your topic. What word or phrase did you choose?

   _____

   Are there any "see also" terms? _____

   Are there any "see" terms? _____

2. Give the following information for the first periodical article:

   title of article _____

   author(s) _____

   periodical title _____

   volume number of periodical _____

   date of article _____

   pages of article _____

   Use P.A.S.L. to answer the following questions about this journal:

   Does Atkins library own this periodical? _____

   Does the library have the volume and year that you need? _____

   Is the volume you need (check one)

   ____ in the current section
   ____ on microfilm
   ____ on microfiche
   ____ bound

   What is the call number of the periodical? _____

   On what floor is the volume you need shelved (check one)?

   ____ 2nd floor current section
   ____ 2nd floor microform section
   ____ 2nd floor tower
   ____ 3rd floor
   ____ 4th floor

3. Give the following information for the second periodical article:

title of article _____

author(s) _____

periodical title _____

volume of periodical _____

date of article _____

pages of article _____

Use P.A.S.L. to answer the following questions about this periodical:

Does Atkins Library own this periodical? _____

Does the library have the volume and year that you need? _____

Is the volume you need (check one)

____ in the current section
____ on microfilm
____ on microfiche
____ bound

What is the call number of the periodical? _____

On what floor is the volume you need shelved (check one)?

____ 2nd floor current section
____ 2nd floor microform section
____ 2nd floor tower
____ 3rd floor
____ 4th floor

InfoTrac Questions

1. What subject heading is your topic listed under?

   _____

2. Is there a "see also" reference?

   If YES ____ write one "see also" term:

   _____

3. Are there subdivisions under this subject heading?

   If YES ___ give one: _____

4. Are there geographic (the name of a country, city, or state) subdivisions?

   If YES ___ write one of these: _____

5. Choose one article on your topic. Write the full citation:

   _____

   _____

   _____